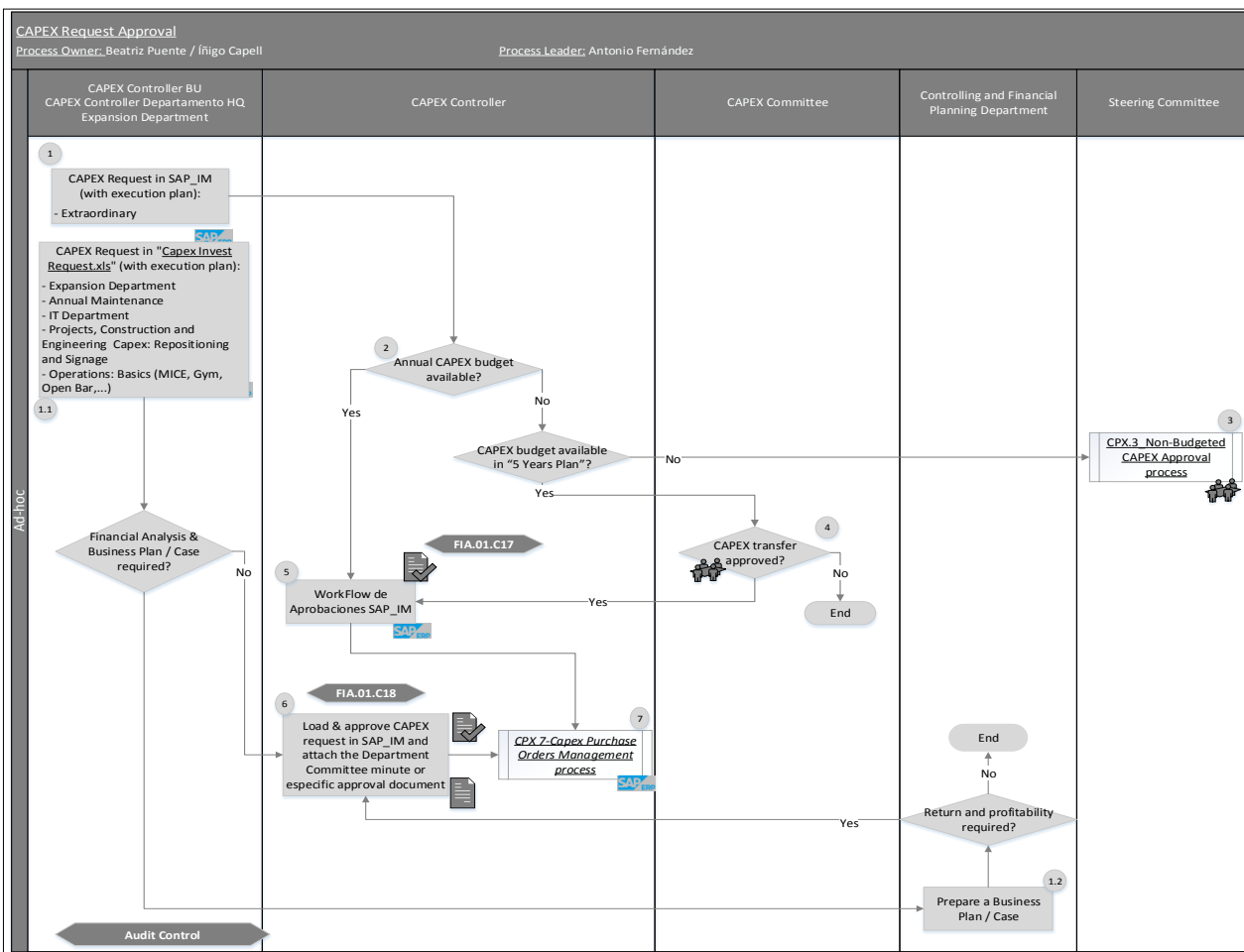

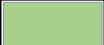




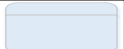



		Corporate IT & Organization Department	
<b>Process:</b> CAPEX Budget			
<b>Subprocess:</b> CAPEX Approval Request			
<b>Process Owner:</b> Beatriz Puente / Rufino Pérez		<b>Proces Leader:</b> Antonio Fernández	
<b>Author</b>	Miguel Pérez		
<b>Date</b>	12.07.2016		
<b>Last modification date</b>			
<b>Document version</b>			
<b>NH Approvals</b>			
<b>Name</b>	<b>Function</b>	<b>Date</b>	<b>Comments</b>
Beatriz Puente / Rufino Pérez	Process Owner		
Antonio Fernández	Process Leader		
<b>Modification History</b>			
<b>Document Version</b>	<b>Date</b>	<b>Modified by</b>	<b>Comments</b>
0.1	12.07.2016	Miguel Pérez	



Shape	Name	Description
	Task	Represents a manual activity of the process.
	Automatic Task	Represents an automatic activity of the process.
	Flow direction	Input or output of the task or decision.
	Internal Audit Control	Controls defined by NH Internal Audit
	Systems	Application or Tool.
	Start/End	Indicates the beginning or the end of a process.
	Manual Process	Manual Business process composed of tasks, decisions, flow directions, documents and
	Decision point	It is originated after one task and it generates two or another decision.
	Report or document	It is a physical or electronic file used as input or output of a task.
	Notifications	External/Internal Notifications.

**Process: CAPEX Budget**
**Subprocess: CAPEX Approval Request**
**Process Owner: Beatriz Puente / Rufino Pérez**
**Proces Leader: Antonio Fernández**

Order	Task	Task Description	When	Responsible	Frecuency	Tools
0	Budgeted CAPEX definition	<u>Capex Budget Definition and Approval process</u> : Total CAPEX amount approved and included in "5 Years Plan"	N/A	N/A	N/A	<a href="#">Capex Budget Definition and Approval process</a>
1	CAPEX Request in SAP_IM (with execution plan)	Post the CAPEX request in SAP_IM for Extraordinary CAPEX (including CAPEX emerged over the current year). If there is no annual budget, the CAPEX request will remain pending to be processed by the HQ CAPEX Controller. Along with this request, an execution plan will be accomplished, which will include a realistic cash flow calendar (milestones, payment terms, invoicing, additional cash outflow, etc.)	Ad-hoc	BU CAPEX Controller HQ Department CAPEX Controller	Ad-hoc	SAP_IM
1.1	CAPEX Request in CAPEX Invest Request.xls (with execution plan)	In the event of Annual Maintenance, IT, Expansion, Operations (Basics, MICE, GYM, Open Bar, etc.), Repositioning and Signage CAPEX, and once the investment is approved, the <u>CAPEX Invest Request.xls</u> template will be sent to the HQ CAPEX Controller in order to upload the project in SAP_IM.	Ad-hoc	Operations Department Expansion Department Projects, Constructions & Engineering Department IT Department	Ad-hoc	Capex Invest Request.xls
1.2	Financial Analysis & Business Plan / Case before CAPEX approval	If the CAPEX invest required it (for example, in Repositioning CAPEX higher than 500 K euros), will be necessary to prepare a Business Case and a Financial Analysis in order to ensure the return and the profitability of the investment	Ad-hoc	Controlling and Financial Planning Department	Ad-hoc	Business Plan and Financial tools
2	CAPEX budget availability & approvals review	The CAPEX Controller will check the CAPEX budget availability for each request: - If there is CAPEX budgeted for the current year: Record investment order and follow approval workflow. - If there is no CAPEX budgeted in the "5 Years Plan" - If there is CAPEX budgeted and planned in the "5 Years Plan": Analyse if it is necessary to submit a transfer request from the budget foreseen for subsequent years to the CAPEX Committee.	Ad-hoc	CAPEX Controller	Ad-hoc	SAP_IM CAPEX Committee minutes
3	<a href="#">Non - Budgeted CAPEX Approval process</a>	<u>Non - Budgeted CAPEX Approval process</u> : Approval Process for non budgeted CAPEX within the "5 Years Plan"	Ad-hoc	Steering Committee	Ad-hoc	SAP_IM
4	CAPEX transfer approval from subsequent years	Approve, or do not approve, the transfer request for CAPEX of following years (within the "5 Years Plan")	Ad-hoc	CAPEX Committee	Ad-hoc	Minute
5	Approvals Work Flow for new CAPEX Invest Orders	Approval workflow for the new and itemized investment orders: 0-60.000 (BU) Departament Responsible, Operations, Finance 60.001-200.000 (HQ) SVP Department, SVP Operations, SVP Controlling >200.001 BU Manager, SVP Operations, CFO	Ad-hoc	According to work flow approvals	Ad-hoc	SAP_IM
5- AI	Internal Audit Control FIA.01-C17	<i>The Extraordinary Capex should be approved following the next approvals:</i> 0-60.000 (BU) Department Responsible, Operations, Finance 60.001-200.000 (HQ) SVP Department, SVP Operations, SVP Controlling >200.001 BU Manager, SVP Operations, CFO	N/A	Capex Controller (HQ / BU)	Execution: Ad-hoc Testing: Yearly	Evidence: Approvals is SAP IM
6	Load & approve CAPEX request in SAP_IM (Expansion, Operations, Signaling & Repositioning CAPEX)	Upload and approve the CAPEX request from Expansion, Operations (Basics, MICE, GYM, Open Bar, etc.) Departments and those items from Repositioning and Signage in SAP_IM, attaching the approval documents required (department or Committee minutes or similar).	Ad-hoc	CAPEX Controller	Ad-hoc	SAP_IM Expansion Committee minute
6- AI	Internal Audit Control FIA.01-C18	<i>For Annual Maintenance, IT, Expansion, Operations (Basics, MICE, GYM, Open Bar, etc.), Repositioning and Signage CAPEX, and once the investment is approved, the CAPEX Invest Request.xls template will be sent to the HQ CAPEX Controller in order to upload the project in SAP_IM.</i>	N/A	Capex Controller (HQ / BU)	Execution: Ad-hoc Testing: Yearly	Evidence: Approval supporting documentation
7	<a href="#">Capex Purchase Orders Management process</a>	<u>Capex Purchase Orders Management process</u>	Ad-hoc	N/A	Ad-hoc	SAP_IM